

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN  
TOWN SUPERVISOR  
[WWW.SOUTHAMPTONTOWNNY.GOV](http://WWW.SOUTHAMPTONTOWNNY.GOV)

KYLE P. COLLINS, AICP  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

## **COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST** **ADDITION(S) ONLY** **(No Renovation/Alteration/Demo)**

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

**\*\*Note: Please be advised additional documentation may be required by the Building Division\*\***

### **ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS**

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- ☐ 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application \(original\)](#)
- ☐ [Plumbing Application](#): Plumber must have active License with Town of Southampton
- ☐ [Electrical Permit](#): If electrical work is proposed. Electrician must have an active license with Suffolk County
- FILED SEPARATELY**
- ☐ Completed [NYS Uniform Fire Prevention & Building Code Form](#)
- ☐ Planning Board approval (approved site plan with Planning Board resolution)
- ☐ ComCheck
- ☐ 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- ☐ Workman's compensation
- Applicable Forms: C 105.2U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ Fee (Based on Square footage & Plumbing Fixtures if applicable)

**\*\*Note: Final Fees will be calculated at Front Desk at time of Submittal \*\***

### **ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW**

- ☐ Suffolk County Department of Health Services Approval
- ☐ Written cost estimate on contractor's letterhead: If finished basement and/or accessory structures are proposed
- ☐ Zoning Board of Appeals Approval: If proposed project required a variance
- ☐ [Coastal Erosion Hazard Permit](#): if construction is south of Coastal Erosion line
- ☐ [Fill Composition Certification](#) Town Code §123.47-123.50: If offsite fill exceeds 20 cubic yards

### **Verification of Ownership or Authorization**

- ☐ Original Signed & Notarized Agent Letter: if applicant is other than owner
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**\*\*Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application\*\***